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Candace Havens  
Director

**REQUEST FOR PRESERVATION RESTRICTION REVIEW**

DATE RECEIVED: \_\_\_\_\_

PROJECT #: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

**PROJECT INFORMATION**

**DESCRIBE TERMS OF PRESERVATION RESTRICTION, IF KNOWN BELOW:**

**IS THE RESOURCE DESIGNATED (Check all that apply):**

☐

LOCAL HISTORIC DISTRICT

☐

LOCAL LANDMARK

☐

NATIONAL REGISTER SITE

(Depending on how a property is designated, different Newton City Ordinances may apply.)

**TYPE OF RESOURCE(S) AFFECTED (Check all that apply):**

☐

HOUSE

☐

FENCE

☐

GARAGE

☐

NON-RESIDENTIAL BUILDING

☐

SHED

☐

SIGN

☐

WALL

☐

OTHER

☐

LANDSCAPE

IF OTHER, PLEASE DESCRIBE: \_\_\_\_\_

**HOW OLD IS THE HISTORIC RESOURCE: \_\_\_\_\_**

**TYPE OF PROPOSED WORK (Check all that apply):**

☐

ADDITION

☐

ALTERATION

☐

DEMOLITION

☐

NEW CONSTRUCTION

☐

REPAIR

☐

REPLACEMENT

☐

OTHER

☐

LANDSCAPE

IF OTHER, PLEASE DESCRIBE: \_\_\_\_\_

**DESCRIBE SCOPE OF WORK BELOW:**

**BRIEFLY DESCRIBE THE HISTORY OF THE PROPERTY BELOW:**

**THE APPLICATION SHOULD INCLUDE THE FOLLOWING INFORMATION:**

SUBMITTAL CHECKLIST (Check all being submitted)					
<input type="checkbox"/>	Proposed Building / Elevation Plans	<input type="checkbox"/>	Photographs of Existing Façade and Street	<input type="checkbox"/>	Assessor's Map or Site Plan
<input type="checkbox"/>	Building Product / Material Information	<input type="checkbox"/>	Photographs of Neighborhood	<input type="checkbox"/>	Structural Assessment ( <b>For demolitions only</b> )

(All plans **MUST** be dated, drawn to scale, and clearly labeled. An inaccurate or incomplete application will **NOT** be accepted. Please review the reverse of this form for additional information.)

**NOTE: This Application MUST be accompanied by a General Permit Application.**

# REQUEST FOR PRESERVATION RESTRICTION REVIEW INSTRUCTIONS

**DEVELOPMENT REVIEW TEAM MEETING:** A Development Review Team (DRT) meeting is suggested for any request where other land use permits or reviews may be necessary. During a DRT, City staff from several departments meet with prospective applicants to evaluate new proposals. Many people find these meetings to be an efficient way to learn about issues they may want to address early on to ensure a successful project. After the DRT meeting, you'll be given a checklist for the next step and handouts further explaining the review and approval process.

**APPLICATION SUBMISSION REQUIREMENTS:** An application for a Request for Preservation Restriction Review will be accepted by the Department of Planning and Development (Department) when it is determined to be complete. At time of intake, the Department will determine whether a review is necessary. **Inaccurate information or incomplete applications will delay the review of your project.** The items needed for a complete application include:

**FORMS:** A completed General Permit Application and Request for Preservation Restriction Review application. The signature of the Owner of the property (or the Owner's legal representative) and the Applicant/Agent is mandatory on the General Permit Application. Please provide current contact information on the General Permit Application form to ensure City staff is able to contact the appropriate people regarding the project. On the application, be sure to fill in all possible fields with accurate information.

**FEES:** There is no fee for this application.

**PROJECT DESCRIPTION:** A detailed letter or narrative describing the project should include:

1. The historic and architectural value and significance of the site, building or structure, landscape; the general design, arrangement, texture, material and the features involved; and the relation of such features to similar features of buildings and structures in the surrounding area.
2. In the case of new construction or additions to existing buildings or structures, information considering the appropriateness of size and shape of the building or structure both in relation to the site and structures in the vicinity shall be provided.
3. Explanation of how the proposed construction activities affect the building, structural feature or landscape protected by a preservation restriction.
4. Information explaining whether the proposed work is connected to a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster.
5. In cases of demolition, information noting the condition of the building and its possible reuse should be provided.

**SUBMITTALS:** Each application **must** be accompanied by copies of the suggested project filing materials identified on the front page of this form. Any plans that are submitted as part of an application should be dated, drawn to scale, clearly labeled, and not exceed 11" x 17," except as requested by the Department.

**DOCUMENT FORMAT:** All information submitted as part of an application shall be submitted in the following format:

1. One (1) hard copy of the complete application packet, including completed forms; or
2. Submit the application electronically by emailing the complete application packet to the Preservation Planner. All documents **must** be consolidated into one .pdf. **Applications that are electronically submitted must be received by 5 p.m. on the application deadline date.** It is the responsibility of the petitioner to confirm all electronic submittals have been received.

**APPLICATION REVIEW PROCESS:** The Department, upon receipt of a complete application packet, shall determine whether the project for which the review has been requested is historically significant and, whether or not further review by the Newton Historical Commission (Commission) is required. If further review by the Commission is required, the Department shall schedule the application for a public hearing before the Commission.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**